



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

PROGRAM TECHNICIAN II*

Registration and Titling Program/Winnetka District Office

\$2348 - \$2855

Permanent full time position

Final Filing Date: December 12, 2002, or until filled

DUTIES:

Under the supervision of the Mobilehome Registration Supervisor II in the Winnetka District Office, the Program Technician will be responsible for knowledge, interpretation and application of laws, regulations, and policies pertaining to the mobilehome/commercial coach program. The technician will assist in the registration and titling of mobilehomes and commercial coaches; collect and record fees and be responsible for accountable items issued; use a computer, FAX machine and other office equipment to serve the needs of the mobilehome public and industry either in person, by phone or by correspondence.

**DESIRABLE
QUALIFICATIONS:**

- High degree of dependability and reliability
- Ability to work tactfully with the public and co-workers
- Ability to work quickly, efficiently and accurately under pressure
- Experience as a cashier, or in the collection and recording of fees and payments
- Telephone and customer service experience
- Ability to write neatly and legibly
- Ability to use personal computers and other related office equipment
- Ability to work as part of a team in a small office environment
- Ability to handle detailed and diversified work
- Ability to interpret and apply laws, regulations, and policies.

LOCATION:

Department of Housing & Community Development
Codes and Standards/Registration and Titling Program
20201 Sherman Way Suite 106
Winnetka, CA 91306-3297

WHO MAY APPLY:

Persons currently at the Program Technician or Program Technician II level who have eligibility for appointment or transfer to this classification. If you are not currently in this classification you must provide evidence of your eligibility for this classification with your application.

*The Department will consider downgrading to Program Technician for the purpose of recruitment.

Appointment is subject to SROA, State Surplus policies and the Department of Finance hiring freeze exemption process.

Additional hires may be made from this bulletin if positions become available.

**SUBMIT RESUME &
APPLICATION TO:**

Ruth Dominique, Registration and Titling Program
Department of Housing & Community Development
PO Box 2111
Sacramento, CA 95812-2111
(916) 323-9252

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